SECTION 1200 GENERAL MUNICIPAL ELECTIONS

General Municipal Elections for the filling of all elective offices other than the Board of Education shall be held in said City on the second Tuesday in April in each even numbered year The election of members of the Board of Education shall be held in accordance with State law

Expenses for Board of Education elections shall be paid by the School District

SECTION 1201 SPECIAL MUNICIPAL ELECTIONS

All other municipal elections that may be held by authority of this Charter or of any law shall be known as special municipal elections

SECTION 1202 PROCEDURE FOR HOLDING ELECTIONS

Unless otherwise provided by this Charter all elections shall be held in accordance with the provisions of the Elections Code of the State of California as the same now exist or may hereafter be amended for the holding of elections in general law cities insofar as the same are not in conflict with this Charter

SECTION 1203 INITIATIVE, REFERENDUM AND RECALL

The right of the initiative and referendum and of the recall of elective officers are reserved to the electors of the City (unless otherwise provided by ordinance hereafter enacted) the provisions of the Elections Code of the State of California as amended governing the initiative referendum and the recall of municipal officers shall apply insofar as such provisions of the Elections Code are not in conflict with this Charter

(Amended by Electorate 4 11 00)

ARTICLE XIII FINANCIAL AND FISCAL MATTERS

SECTION 1300 FISCAL YEAR

The fiscal year of the City government shall begin on the first day of July of each year and end on the thirtieth day of June of the following year

SECTION 1301 TAX SYSTEM

Unless otherwise provided by ordinance the City shall continue to use for the purpose of ad valorem municipal taxation the County system of assessment and tax collection as such system is now in effect or may hereafter be amended and insofar as such provisions are not in conflict with this Charter

If the City Council fails to fix the rate and levy taxes on or before August 31 in any year the rate for the next preceding fiscal year shall thereupon be automatically adopted and a tax at such rate shall be deemed to have been levied on all taxable property in the City for the current fiscal year

SECTION 1302 TAX LIMITS

Exclusive of special levies permitted by this Charter the City Council shall not levy a property tax in excess of One ($1 00) Dollar on each One Hundred ($100 00) Dollars of the assessed value of taxable property in the City for municipal purposes unless authorized by the affirmative votes of two thirds of the electors voting on the proposition at any election at which the question of such additional levy for municipal purposes is submitted to the electors

There shall be levied and collected at the time and in the same manner as other property taxes for municipal purposes are levied and collected as additional taxes if no other provision for payment thereof is made

(a) A tax sufficient to meet all liabilities of the City for principal and interest of all bonds or judgments due and unpaid or to become due during the ensuing fiscal year and

(b) A tax sufficient to meet all obligations of the City to the Public Employees Retirement System or other system for the retirement of City employees due and unpaid or to become due during the ensuing fiscal year

Special levies in addition to the above may be made annually based on City Council approved estimates for the following specific purposes parks recreation refuse disposal City planning libraries advertising and promotion The proceeds of any such special levy shall be used for no other purpose than that specified

SECTION 1303 BONDED DEBT LIMIT

The bonded indebtedness of the City may not exceed the sum of fifteen (15%) percent of the total assessed valuation of all the real and personal property within the City

SECTION 1304 CONTRACTS FOR PUBLIC WORKS

Every public works project to be performed by an independent contractor involving an expenditure of more than Twenty Five Thousand ($25 000 00) Dollars for the construction or improvement excluding maintenance and repair of public buildings works streets drains sewers utilities parks and playgrounds shall be let to the lowest responsible bidder after notice by publication in the newspaper designated by the City Council pursuant to Section 517 hereof by two or more insertions the first of which shall be at least ten days before the time for opening bids

The City Council may reject any and all bids presented and may readvertise in its discretion

The City Council by four affirmative votes may award such a contract without complying with bidding procedures provided a public hearing is held on the award of the contract Notice of the public hearing shall be published as provided hereinabove and shall state the name of the proposed contractor scope of the contract and compensation Such contract may be let without advertising for bids and without a public hearing if such work shall be deemed by the City Council to be of urgent necessity for the preservation of life health or property and shall be authorized by at least four affirmative votes

SECTION 1305 CENTRALIZED PURCHASING

Under the control and direction of the Chief Administrative Officer there shall be established a centralized purchasing system for all City departments and agencies The Chief Administrative Officer shall recommend and the City Council shall consider and adopt by ordinance rules and regulations governing the contracting for purchasing storing and distribution of all supplies materials and equipment required by any office department or agency of the City government

SECTION 1306 RESERVE FUNDS

The City Council shall maintain sufficient cash reserves for the purpose of placing the payment of operating expenses of the City on a cash basis The reserves shall be built from any available sources which in combination with anticipated revenues shall be sufficient to meet all lawful demands against the City Transfers may be authorized by the City Council from one fund to another fund or funds in such amounts as may be required to place those funds as nearly as possible on a cash basis In case of such transfers monies shall be returned to the fund from which they were transferred as they become available

SECTION 1307 CAPITAL FUNDS

The funds for capital improvements generally heretofore created are hereby continued in existence The City Council by ordinance may create a special fund or funds for a special capital improvement purpose The Council may levy and collect taxes for capital

improvements and may include in the annual tax levy a levy for such purposes in which event it must apportion and appropriate to any such fund or funds the money derived from such levy It may not in making such levy exceed the maximum tax rate provided for in this Charter unless authorized by the affirmative votes of a majority of the electors voting on the proposition at any election at which such question is submitted The Council may transfer to any such fund any unencumbered surplus funds remaining on hand in the City at any time

Once created such fund shall remain inviolate for the purposes for which it was created unless the assent of the voters is expressed to the use of such fund for some other purpose by majority vote of the electors voting in favor thereof at a general or special election at which such proposition is submitted

(Amended by Electorate 4 11 00)

SECTION 1308 DEPARTMENTAL TRUST FUND

The Council may prescribe by ordinance for the setting up of a Treasurer s Departmental Trust Fund into which the collections by the various departments may be deposited at frequent intervals during each month with advice of each deposit being furnished to the City Treasurer Withdrawals from such fund may be made by the City Treasurer only on order signed by the proper department head and only for purposes set forth in ordinance establishing the Fund

SECTION 1309 WARRANTS ON TREASURY

This Section of the Charter is repealed

(Amended by Electorate 4 9 96)

SECTION 1310 ACTIONS AGAINST CITY, CLAIM REQUIRED

No suit may be brought on any claim for money or damages against the City or any Board Commission officer or employee thereof until a claim for the same has been presented and rejected in whole or in part in accordance with procedures adopted by the City Council for the regulations of claims subject to the provisions of State law

SECTION 1311 INDEPENDENT AUDIT REQUIRED

The City Council shall employ at the beginning of each fiscal year an independent qualified public accountant or firm of such accountants who at such time or times as may be specified by the City Council shall examine the books records inventories and reports of

all officers and employees who receive handle or disburse public funds and all such other officers employees departments or agencies as the City Council may direct As soon as practicable after the end of the fiscal year a final audit and report shall be submitted by such accountant or firm to the City Council one copy thereof to be distributed to each member one to the City Attorney and the City Treasurer respectively two to the Chief Administrative Officer and three additional copies to be placed on file in the office of the City Clerk where they may be available for inspection by the general public and a copy of the financial statements as of the close of the fiscal year shall be published in a newspaper of general circulation Such accountant or firm shall have no personal interest direct or indirect in the fiscal affairs of the City Government or of any of the officers of the City

SECTION 1312 ANNUAL BUDGET, PREPARATION

The Chief Administrative Officer personally or through the Controller if one exists shall obtain from each head of any department office or agency of the City estimates of revenues and expenditures for such department office or agency detailed in such manner as may be prescribed by the Chief Administrative Officer The Chief Administrative Officer shall review the estimates hold conferences thereon with the department office and agency heads respectively and prepare such proposed budget as the Chief Administrative Officer deems advisable

SECTION 1313 BUDGET, SUBMISSION TO CITY COUNCIL

At least forty five days prior to the beginning of each fiscal year the Chief Administrative Officer shall submit to the City Council the proposed budget as prepared by him After reviewing the proposed budget and making such revisions as it may deem advisable the City Council shall determine the time for the holding of a public hearing thereon and shall cause to be published a notice thereof not less than ten days prior to said hearing by at least one insertion in a newspaper of general circulation

Copies of the proposed budget shall be available for public inspection in the office of the City Clerk at least ten days prior to said hearing

SECTION 1314 BUDGET, PUBLIC HEARING

At the time so advertised or at any time to which said public hearing shall from time to time be adjourned the City Council shall hold a public hearing on the proposed budget at which interested persons desiring to be heard shall be given such opportunity

SECTION 1315 BUDGET, FURTHER CONSIDERATION AND ADOPTION

At the conclusion of the public hearing the City Council shall further consider the proposed budget and make any revisions thereof that it may deem advisable and on or before June 30 it shall adopt the budget with revisions if any by the affirmative votes of at least three members Upon final adoption the budget shall be in effect for the ensuing fiscal year A copy thereof certified by the City Clerk shall be filed with the Chief Administrative Officer and with the Controller if one exists and a further copy shall be placed and shall remain on file in the office of the City Clerk where it shall be available for public inspection Copies of the adopted budget shall be made available for the use of departments offices and agencies of the City

SECTION 1316 BUDGET, APPROPRIATIONS

From the effective date of the budget the several amounts stated therein as proposed expenditures shall be and become appropriated to the several departments offices and agencies for the respective objects and purposes therein named All appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered

Amendment to Budget At any meeting after the adoption of the budget the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least four members

ARTICLE XIV FRANCHISES

SECTION 1400 GRANTING OF FRANCHISES

The City Council by ordinance may grant a franchise to furnish the City and its inhabitants with any public utility or service and to use the public streets therefor

Before granting any franchise the City Council shall pass a resolution declaring its intention to grant the same stating the name of the proposed grantee the character of the franchise and the terms and conditions upon which it is proposed to be granted Such resolution shall set forth the time and place when and where any person having any objection to the franchise may appear before the City Council and be heard thereon Council shall direct the Clerk to publish said resolution at least once within fifteen days of the passage thereof The time fixed for such hearing shall be not less than twenty nor more than sixty days after the passage of said resolution

At the hearing the City Council shall proceed to hear and pass upon all protest and its decision thereon shall be final and conclusive Thereafter it may grant or deny the franchise subject to the right of referendum of the people

SECTION 1401 EXERCISING RIGHTS WITHOUT FRANCHISE

The exercise by any person firm or corporation of any privilege for which a franchise is required without procuring such franchise shall be a misdemeanor and each day that such condition continues to exist shall constitute a separate violation

ARTICLE XV MISCELLANEOUS

SECTION 1500 DEFINITIONS

Unless the provisions or the context otherwise requires as used in this Charter

(a) Shall is mandatory and may is permissive

(b) City is the City of Culver City and department board commission agency officer or employee is a department board commission agency officer or employee as the case may be of the City of Culver City

SECTION 1501 VIOLATIONS

The violation of any provision of this Charter shall be deemed a misdemeanor and be punishable upon conviction by a fine of not exceeding Five Hundred ($500 00) Dollars or by imprisonment for a term of not exceeding six months or by both such fine and imprisonment

SECTION 1502 VALIDITY

If any provisions of the Charter or the application thereof to any person or circumstance is held invalid the remainder of the Charter and the application of such provision to other persons or circumstances shall not be affected thereby

ATTACHMENT 2 – APRIL 2006 ELECTION SCHEDULE

General Law and Charter Cities
General Municipal Election
April 11 2006
L ws in ffect 2005
C l i l w pd ted 10 11 2004)
Te tat ve u ntil after the 2005 Legisl t ve e o er ds

Date(s)		E m nus	Action
October 21		E 172	uggested L st Day to Fle Petition Regard g M re
December 5		E 127	Suggested L s. Day for Council to Adopt R sol t on
December 5	to December 19	E 1 7 to 113	Election Offic a to Publ sh Notice of Election C d d tes & Me es
December 12		E 120	Last Day to Adopt Reg lations for Candidate Sut men
December 19	to January 13	E 113 to 88	Fil ng Perio for Nomination Paper nd Cand t Stat ments
		Janu ry 16 if closed on January 13	*and January if closed on J nuary 16 / MLK r D y)*
December 20		E 112	uggested Last Day to Cal Election For B ll Mea re
December 21		E 111	Suggested Las. Day to Post Notice of D dl for Filing Arg ments
Jan ary 3		E 98	Suggested Last Day to File Argum M t B 14 day fter nc calls Election
Jan ary 13		E 88	uggested Last Day to Fl R buttal A gume t 0 Day fter Arg ents
January 13		E 88	Last Day to C ll Election For Ballot M
January 13	or January 16	E 88	Last Day to F le Nom nation Papers
		January 16 if closed on January 13	*and January 1 if closed on Jan y 16 / MLK Jr Day*
January 18		E 83	Last Day to Fl Nom nation Papers Ex
January 18		E 83	Last Day to Withdraw Meas re) fr m B llot
January 19		E 82	Secretary of ate to Determ O de N m on Ballot
Jan ary 26		E 75	m to Can el lection in ffi ent Candid tes
January 31			Las Day to F le Campaign pendi ur Statements Sem Ann l Statement
February 9		E 61	Last D y ubmt Precinct onsol d tions to County
February 9		E 61	ugg ted Las Day to Designate Polling Place
February 10		E 60	uggested L st Day T Request P stage Check for M g f ample B llot Pamphlets
February 13	to March 28	E 57 to 14	Filing Perio for Wr te-in Candidate
March		E-40	Last D y to File Campaign pendi ure Sutemen t t Pre-electo Sutement
March 13		E 29	Last D y to Appoint lection Offi ers & Polling Pl ces
March 13		E 29	Fi st D y to Mail out Permanent Absent Voter Ballots
Ma ch 13	to April 4	E 29 to 7	Voters M y R quest Absentee V e by Mail Ball ts R g lar App ation
March 1		E 21	Las D y to Mail Sample Ballots and ol ing Pla Not
March 7		E 15	Last D y o Regi ter to Vote
March 28		E 14	Last D y to Fil for Write-in Candidate
March 30		E 12	Last D y o Fil Campaign Expend ure Sutement 2nd P e-electo Statement
March 31		E 11	ungested Last Day to Post N tice Absentee Can
Apri 1		E 10	Pub h N tice of Central ounting Place
p			Last D y to Subm Report on Mea ure to Secretary of te
Apri 4		E	Last Day for Election Offici to Publ h Not of N m ees
Ap il 4		E 7	Last D y to Pub sh Notice of lection Officers & P g Places
Apri 4		E 7	Fi st D y to Process Returned/Voted Absent Vot B ots
Apri 5	to Apri 11	E 6 to E	Eme gency/Late Absent Voting Period
Apri 10		E 1	Last Day fo oun to Adopt Proced re o Res lve T V te
April 11		E	**ELECTION DAY**
Apri 11		E	Last Day to R ceive Absent Voter B llots
Apri 11		E	Elect on Offic to Can ss Absent Vote B llots
No Later Than	May 5	E 4	Elect on Offic to Canvas the Return d to D are t Res lts
Apri 17	to May 5	*At meeti g as Decla and Results in Mation)*	Reo ganize Council and hoose Mayor d May Pro Tem
May 17	to June 4	*30 da fte Assum g Offic*	Last Day o F l Statement of Econom Int ts
l y 1			Last Day to F le ampaign E pend ur Statements Semi A ual tatement

Marti N Chapm C 1951 Wright C l Anaheim CA 92806 714/939-9866 714/939-9870
(R12 7 2004
www mart h pman com 1 cott@m rtinch pman com

Page 46 [1] Deleted	**elaine hirohama**	**8/15/2005 3 13 00 PM**

PART I

THE

Page 46 [2] Formatted	**elaine hirohama**	**9/6/2005 8 45 00 AM**

Font Bold

Page 46 [3] Formatted	**elaine hirohama**	**8/15/2005 3 23 00 PM**

Justified

Page 46 [4] Deleted	**elaine hirohama**	**8/15/2005 3 13 00 PM**

The Charter is established by the people of the City of Culver City as the organic law of the City under the Constitution of the State

The Revised Charter of the City of Culver City was approved by the voters on November 6 1979 Filed with the Secretary of State April 9, 1982, as Charter Chapter No 9

Page 46 [5] Formatted	**elaine hirohama**	**8/16/2005 8 42 00 AM**

Font Bold

Page 46 [6] Formatted	**elaine hirohama**	**8/15/2005 3 23 00 PM**

Justified, Indent First line 0 5"

Page 46 [7] Formatted	**elaine hirohama**	**8/15/2005 3 13 00 PM**

Font Italic

Page 46 [8] Formatted	**elaine hirohama**	**8/15/2005 3 23 00 PM**

Justified

Page 46 [9] Change	**Unknown**	

Field Code Changed

Page 46 [10] Formatted	**elaine hirohama**	**8/22/2005 6 28 00 PM**

No underline

Page 46 [11] Formatted	**elaine hirohama**	**8/15/2005 3 23 00 PM**

Justified

Page 46 [12] Change	**Unknown**	

Field Code Changed

Page 46 [13] Formatted	**elaine hirohama**	**8/22/2005 6 29 00 PM**

No underline

Page 46 [14] Change	**Unknown**	

Field Code Changed

Page 46 [15] Formatted	**elaine hirohama**	**8/22/2005 6 29 00 PM**

304 Continuance of Contracts and Public Improvements

305 Pending Actions and Proceedings

306 Effective Date of Charter

Page 46 [17] Formatted **elaine hirohama** **8/15/2005 3 23 00 PM**
Justified

Page 46 [18] Formatted **elaine hirohama** **8/22/2005 6 32 00 PM**
No underline

Page 46 [19] Change **Unknown**
Field Code Changed

Page 46 [20] Deleted **elaine hirohama** **8/18/2005 5 42 00 PM**
401 Procedures

Page 46 [20] Deleted **elaine hirohama** **8/18/2005 5 42 00 PM**
The City Council, City Clerk and City Treasurer

Page 46 [21] Formatted **elaine hirohama** **8/15/2005 3 23 00 PM**
Justified

Page 46 [22] Change **Unknown**
Field Code Changed

Page 46 [23] Formatted **elaine hirohama** **8/22/2005 6 33 00 PM**
No underline

Page 46 [24] Deleted **elaine hirohama** **8/18/2005 5 42 00 PM**
City Council, Clerk and Treasurer Terms

Page 46 [25] Deleted **elaine hirohama** **8/18/2005 5 43 00 PM**

500 1

500 2 Terms of Council Members

501 City Council Clerk and Treasurer Eligibility

502 Compensation of Elected Officials

503 City Council Clerk and Treasurer Vacancy

508 Special Meetings of Council

509 Council Proceedings

510 Adoption of Ordinances and Resolutions

511 Ordinances Enactments

512 Ordinances Publication

513 Codification of Ordinances

514 Ordinance When Effective

515 Ordinances Violation Penalty

516 Ordinances Amendments

517 Publishing of Legal Notices

518 Citizen Participation

Page 46 [26] Formatted **elaine hirohama** **8/15/2005 3 23 00 PM**
Justified

Page 46 [27] Change **Unknown**
Field Code Changed

Page 46 [28] Formatted **elaine hirohama** **8/22/2005 6 33 00 PM**
No underline

Page 46 [29] Deleted **elaine hirohama** **8/18/2005 5 43 00 PM**
Officers to be Appointed by the City Council

Page 46 [30] Formatted **elaine hirohama** **8/15/2005 3 23 00 PM**
Justified

Page 46 [31] Change **Unknown**
Field Code Changed

Page 46 [32] Formatted **elaine hirohama** **8/22/2005 6 33 00 PM**
No underline

Page 46 [37] Change	**Unknown**	
Field Code Changed		
Page 46 [38] Formatted	**elaine hirohama**	**8/22/2005 6 33 00 PM**
No underline		
Page 46 [39] Formatted	**elaine hirohama**	**8/22/2005 6 35 00 PM**
No underline		
Page 46 [40] Formatted	**elaine hirohama**	**8/22/2005 6 33 00 PM**
Justified, Indent Left 0 5" First line 0"		
Page 46 [41] Formatted	**elaine hirohama**	**8/22/2005 6 34 00 PM**
No underline		
Page 46 [42] Formatted	**elaine hirohama**	**8/22/2005 6 34 00 PM**
Justified, Indent Left 0 5", First line 0"		
Page 46 [43] Formatted	**elaine hirohama**	**8/22/2005 6 34 00 PM**
Justified, Indent Left 0 5", First line 0"		
Page 46 [44] Formatted	**elaine hirohama**	**8/22/2005 6 35 00 PM**
Justified, Indent Left 0 5", First line 0"		
Page 46 [45] Formatted	**elaine hirohama**	**8/22/2005 6 35 00 PM**
Justified, Indent Left 0 5" First line 0"		
Page 48 [46] Deleted	**elaine hirohama**	**9/6/2005 3 47 00 PM**
703		
Page 48 [46] Deleted	**elaine hirohama**	**8/18/2005 5 52 00 PM**
Officers		
Page 48 [47] Deleted	**elaine hirohama**	**9/6/2005 3 47 00 PM**
704		
Page 48 [47] Deleted	**elaine hirohama**	**8/18/2005 5 52 00 PM**
Special Elections		
Page 48 [48] Deleted	**elaine hirohama**	**8/18/2005 5 53 00 PM**
VIII		
Page 48 [48] Deleted	**elaine hirohama**	**8/22/2005 6 51 00 PM**
Appointive Boards and		
Page 48 [49] Deleted	**elaine hirohama**	**9/6/2005 3 47 00 PM**
802		

805

Page 48 [51] Deleted	**elaine hirohama**	**8/18/2005 5 56 00 PM**

Oaths, Affirmations

Page 48 [52] Deleted	**elaine hirohama**	**8/18/2005 5 56 00 PM**

806 Charter Commissions

Page 48 [53] Deleted	**elaine hirohama**	**9/6/2005 3 47 00 PM**

900

Page 48 [54] Deleted	**elaine hirohama**	**9/6/2005 3 47 00 PM**

900 1

Page 48 [54] Deleted	**elaine hirohama**	**8/18/2005 5 56 00 PM**

City Attorney

Page 48 [55] Deleted	**elaine hirohama**	**9/6/2005 3 47 00 PM**

901

Page 48 [56] Deleted	**elaine hirohama**	**9/6/2005 3 47 00 PM**

902

Page 48 [56] Deleted	**elaine hirohama**	**8/18/2005 5 57 00 PM**

Improper Political Activity

Page 48 [57] Deleted	**elaine hirohama**	**8/18/2005 5 57 00 PM**

903 Prohibitions

Page 48 [58] Deleted	**elaine hirohama**	**9/6/2005 3 47 00 PM**

1000

Page 48 [59] Deleted	**elaine hirohama**	**9/6/2005 3 47 00 PM**

1100

Page 48 [60] Deleted	**elaine hirohama**	**9/6/2005 3 48 00 PM**

1101

Page 48 [63] Deleted elaine hirohama 9/6/2005 3 48 00 PM

1200

Page 48 [64] Deleted elaine hirohama 9/6/2005 3 48 00 PM

1201

Page 48 [65] Deleted elaine hirohama 9/6/2005 3 48 00 PM

1202

Page 48 [65] Deleted elaine hirohama 8/18/2005 6 00 00 PM

Procedure for Holding Elections

Page 48 [66] Deleted elaine hirohama 9/6/2005 3 48 00 PM

1203

Page 48 [66] Deleted elaine hirohama 8/18/2005 6 00 00 PM

Initiative, Referendum and Recall

Page 48 [67] Formatted elaine hirohama 8/22/2005 6 52 00 PM

Justified Indent Left 0 5"

Page 48 [68] Deleted elaine hirohama 9/6/2005 3 48 00 PM

1300

Page 48 [69] Deleted elaine hirohama 9/6/2005 3 48 00 PM

1301

Page 48 [70] Deleted elaine hirohama 9/6/2005 3 48 00 PM

1302

Page 48 [71] Deleted elaine hirohama 9/6/2005 3 48 00 PM

1303

Page 48 [72] Deleted elaine hirohama 9/6/2005 3 48 00 PM

1304

Page 49 [73] Deleted elaine hirohama 9/6/2005 3 49 00 PM

1501

SECTION 300 RIGHTS AND LIABILITIES

The City of Culver City, as successor in interest of the municipal corporation of the same name, heretofore created and existing, shall own, possess, control and in every way succeed to and become the owner of rights and of property of every kind and nature by said existing municipal corporation owned possessed or controlled and shall be subject to all the debts, obligations liabilities and duties of said existing corporation

SECTION 301 ORDINANCES CONTINUED IN EFFECT

All lawful ordinances, resolutions, rules and regulations, or portions thereof, in force at the time this Charter takes effect, and not in conflict or inconsistent herewith are hereby continued in force until the same have been duly repealed, amended changed or superseded by proper authority

SECTION 302 RIGHTS OF OFFICERS AND EMPLOYEES PRESERVED

Nothing in this Charter contained, except as specifically provided, shall affect or impair the civil service, pension and retirement rights or privileges of officers or employees of the City, or of any office, department or agency thereof, existing at the time this Charter takes effect

SECTION 303 CONTINUANCE OF PRESENT OFFICERS AND EMPLOYEES

The present officers and employees shall, without interruption, continue to perform the duties of their respective offices and employments for the compensation provided by the existing ordinances, resolutions, rules or laws until the appointment and qualification of their successors under this Charter and subject to such removal and control as is herein provided

The members of the City Council and of the Board of Education of the Culver City Unified School District the City Clerk and City Treasurer in office at the time this Charter takes effect shall continue in office until the expiration of their respective terms and until their successors are elected and qualified

SECTION 304 CONTINUANCE OF CONTRACTS AND PUBLIC

SECTION 305 PENDING ACTIONS AND PROCEEDINGS

No action or proceeding civil or criminal, pending at the time when this Charter takes effect brought by or against the City or any office department or agency thereof, shall be affected or abated by the adoption of this Charter or by anything herein contained but all such actions or proceedings may be continued notwithstanding that functions, powers and duties of any office, department or agency party thereto, by or under this Charter, may be assigned or transferred to another office, department or agency, but in that event, the same may be prosecuted or defended by the head of the office, department or agency to which such functions powers and duties have been assigned or transferred by or under this Charter

SECTION 306 EFFECTIVE DATE OF CHARTER

This Charter shall be effective when accepted and filed by the Secretary of State

---

Page 51 [77] Deleted **elaine hirohama** **8/22/2005 7 05 00 PM**

Additionally, the City shall have the power to

1 Constitute, regulate and govern the City police force

2 Provide for subgovernment in all or any part of the City, and

3 Shall have plenary authority subject only to the restrictions of this Charter and Article XI of the State Constitution to provide the manner in which, the method by which, the times at which, and the terms for which the several municipal officers and employees whose compensation is paid by the City shall be elected or appointed and for their removal and for their compensation, and for the number of deputies, clerks and other employees that each shall have, and for the compensation method of appointment, qualifications, tenure of office and removal of such deputies clerks and other employees

It shall also have the power to exercise any and all rights powers and privileges heretofore or hereafter established, granted or prescribed by any law

The City Clerk and City Treasurer shall be elected from the city at large and shall serve for a term of four years

The terms of all members of the City Council, City Clerk and City Treasurer shall commence on the first Monday following their election and each shall serve until a successor is elected and qualified Any ties in voting shall be settled by the casting of lots

SECTION 500 1

The City Clerk and City Treasurer shall be elected at alternate elections (Amended by Electorate 4-11-00)

Page 52 [79] Deleted **elaine hirohama** **8/15/2005 3 57 00 PM**

S OF COUNCIL MEMBERS

Page 52 [80] Deleted **elaine hirohama** **8/15/2005 3 58 00 PM**

This provision shall be effective as of April 1994 All consecutive council member terms shall be counted for elections held after April 1994

Page 52 [81] Deleted **elaine hirohama** **8/15/2005 4 03 00 PM**

(Amended by Electorate, 4-12-94)

Page 52 [82] Deleted **elaine hirohama** **8/15/2005 4 03 00 PM**

CITY COUNCIL, CLERK AND TREASURER

Page 52 [83] Deleted **elaine hirohama** **8/15/2005 4 10 00 PM**

A Candidates for the Office of City Treasurer must meet the following minimum qualifications

(1) No person shall be eligible for election to the Office of City Treasurer unless that person has served in a senior financial management position in a county, city or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years OR

(2) the person possesses at least an Associate of Arts Degree from an accredited college or university including a minimum of 16 college semester units or equivalent hours in accounting auditing cash management, finance, business administration public administration economics or a related field

(2) Any duly-elected City Treasurer shall, beginning in the year 2000 complete a valid continuing course of study as prescribed by this section, and shall on June 30th of each two-year period render to the City Council, a certification indicating that the Treasurer has, during that period, successfully completed a continuing education program, consisting of at a minimum, 24 units of an equivalent amount of continuing education hours, within the discipline of treasury management or public finance or both, offered by a recognized state or national association, institute or accredited college or university The willful or negligent failure of the Treasurer to comply with this requirement shall be deemed a violation of this section and shall result in forfeiture of office

(Amended by Electorate, 4-11-00)

Page 52 [84] Deleted **elaine hirohama** **8/15/2005 4 11 00 PM**

as set forth in the Government Code

Page 52 [85] Deleted **elaine hirohama** **8/15/2005 4 11 00 PM**

The City Clerk and the City Treasurer shall receive compensation for their services in accordance with an ordinance or resolution adopted by the City Council, which compensation shall not be diminished after their election or during their terms of office except by the affirmative votes of at least four members of the City Council

Page 52 [86] Deleted **elaine hirohama** **8/15/2005 4 15 00 PM**

CITY COUNCIL, CLERK AND TREASURER

Page 52 [87] Deleted **elaine hirohama** **8/15/2005 4 16 00 PM**

A vacancy in any elective office of the City shall be filled by appointment by the

Page 55 [88] Deleted **elaine hirohama** **8/15/2005 6 20 00 PM**

by delivering personally or by mail written notice to each Councilmember and to each local newspaper of general circulation, radio or television station requesting notice in writing Such notice must be delivered personally or by mail at least 24 hours before the time of such meeting as specified in the notice The call and notice shall specify the time and place of the special meeting and the business to be transacted no other business shall be considered at such meeting Such written notice may be dispensed with as to any Councilmember who at or prior to the time the meeting convenes files with the City Clerk a written waiver of notice Such waiver may be given by telegram Such written notice may also be dispensed with as to any Councilmember who is actually present at

SECTION 601 CITY CLERK, POWERS AND DUTIES

The City Clerk shall have power and be required to

(a) Attend or ensure the Deputy City Clerk attends all meetings of the City Council unless excused by the City Council, but in no event shall the City Clerk be absent from Council Meetings for more than sixty (60) consecutive days without the consent of the City Council without forfeiting his/her office The sixty (60) consecutive day period shall be computed from the last Regular Council Meeting attended by the City Clerk The City Clerk or Deputy City Clerk shall record and maintain a full and true record of all the proceedings of the City Council in books that shall bear appropriate titles and be devoted to such purposes, Such books shall have a general index sufficiently comprehensive to enable a person readily to ascertain matters contained therein

(b) Maintain ordinance and resolution books, into which shall be recorded all City ordinances and resolutions with the certificate of the Clerk annexed to each thereof stating the same to be a correct copy giving the number of said ordinances or resolutions and as to an ordinance requiring publication, stating that the same has been published and posted in accordance with this Charter

(c) Be the custodian of the seal of the City

(d) Administer oaths or affirmations, take affidavits and depositions pertaining to the affairs and business of the City and certify copies of official records,

(e) The City Clerk shall have the power to appoint and remove such deputies as are provided for by the City Council subject to the Civil Service System of the City and the rules and regulations promulgated thereunder

(Amended by Electorate 4-12-94 Amended by Electorate 4-11-00)

SECTION 602 CITY TREASURER, POWERS AND DUTIES

The City Treasurer shall be the custodian of all public funds belonging to or under control of the City or of any office, department or agency thereof and

provisions of the State Constitution and laws of the State governing the handling, depositing and securing of public funds

(c) Disburse moneys on demands properly audited in the manner provided for in this Charter, and

(d) Maintain a general accounting system for the City government and each of its offices, departments and agencies

(e) Submit to the City Council, through the Chief Administrative Officer, a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial conditions of the City

(f) Audit and approve before payment all claims and demands or charges against the City government and, with the advice of the City Attorney, when necessary, determine the regularity, legality and correctness of such claims demands or charges

The City Treasurer shall have the power to appoint and remove such deputies as are provided for by the City Council subject to the Civil Service System of the City and the rules and regulations promulgated thereunder

(Amended by Electorate, 4-12-94, Amended by Electorate, 4-11-00)

Page 62 [91] Deleted **elaine hirohama** **8/15/2005 8 38 00 PM**

(b) Represent and appear for the City and any City officer or employee or former City officer or employee in any or all actions and proceedings in which the City or any such officer or employee, in or by reason of his official capacity is concerned or is a party but the City Council shall have control of all legal business and proceedings and may employ other attorneys to take charge of any litigation or matter or to assist the City Attorney therein

---

Page 62 [92] Deleted **elaine hirohama** **8/15/2005 8 39 00 PM**

, and give opinions in writing and advice whenever requested to do so by the City Council or by any of the boards or officers of the City

---

Page 62 [93] Deleted **elaine hirohama** **8/16/2005 4 29 00 PM**

(d) Approve the form of all bonds given to and all contracts made by the City endorsing his approval thereon in writing

---

election that member receiving the lowest number of votes shall be deemed to have been elected to fill the vacancy or to succeed the appointee, if any to the unexpired term Those members receiving the highest number of votes shall be deemed to have been elected for the regular four-year term which normally commences in that election year

Page 64 [97] Deleted elaine hirohama 8/16/2005 10 02 00 AM

SECTION 802 APPOINTMENT, TERM

The members of each of such boards or commissions shall be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in city government They shall be subject to removal by motion of the City Council adopted by at least four alternative votes The members thereof shall serve for a term of four years and until their respective successors are appointed and qualified

(Amended by Electorate 4-11-00)

SECTION 803 EXISTING BOARDS

The members of the boards and commissions holding office when this Charter takes effect shall continue to hold office thereafter until their respective terms of office shall expire and until their successors shall be appointed and qualified

Page 65 [98] Deleted elaine hirohama 8/16/2005 10 45 00 AM

SECTION 806 CHARTER COMMISSIONS

A There shall be a Commission consisting of five members which shall have the power and responsibility including but not limited to

(1) After a public hearing thereon, recommend to the City Council the adoption amendment or repeal of the General Plan or any part thereof, for the physical development of the City

(2) Exercise such control over land subdivisions as is granted to it by the governing body of the City and by the laws of the State of California

(1) Act in an advisory capacity to the City Council on personnel administration

(2) After a public hearing thereon, recommend to the City Council adoption of amendments or repeal of the civil service rules and regulations,

(3) Make any investigation which it may consider desirable concerning the administration of personnel in the municipal service and report its findings to the City Council,

(4) Provide a procedure for handling the appeals of any employee in the classified service who is suspended, demoted or removed from his employment Such procedure shall provide for the employee to have the option of a hearing before the Commission, or before a special hearing officer or board composed of person(s) qualified to hear and make findings and recommendations on such matters No hearing officer or member of such board shall be a resident employee or officer of the City

C There shall be a Commission consisting of five members which shall have power and responsibility, including but not limited to

(1) Act in an advisory capacity to the City Council in all matters pertaining to public parks, playgrounds, recreation, music and cultural activities

---

Page 71 [99] Deleted **elaine hirohama** **8/16/2005 11 33 00 AM**

Every public works project to be performed by an independent contractor involving an expenditure of more than Twenty-Five Thousand ($25,000 00) Dollars for the construction or improvement, excluding maintenance and repair of public buildings, works streets drains sewers, utilities, parks and playgrounds, shall be let to the lowest responsible bidder after notice by publication in the newspaper designated by the City Council pursuant to Section 517 hereof by two or more insertions, the first of which shall be at least ten days before the time for opening bids

The City Council may reject any and all bids presented and may readvertise in its discretion

The City Council by four affirmative votes may award such a contract without complying with bidding procedures provided a public hearing is held on

Under the control and direction of the Chief Administrative Officer there shall be established a centralized purchasing system for all City departments and agencies The Chief Administrative Officer shall recommend and the City Council shall consider and adopt by ordinance, rules and regulations governing the contracting for purchasing storing and distribution of all supplies, materials and equipment required by any office department or agency of the City government

Page 71 [101] Deleted **elaine hirohama** **8/16/2005 11 43 00 AM**

the affirmative votes of a majority of the electors voting on the proposition at any election at which such question is submitted

Page 71 [102] Deleted **elaine hirohama** **8/16/2005 11 45 00 AM**

of the electors voting in favor thereof at a general or special election at which such proposition is submitted

Page 71 [103] Deleted **elaine hirohama** **8/16/2005 11 45 00 AM**

(Amended by Electorate, 4-11-00)

SECTION 1308 DEPARTMENTAL TRUST FUND

The Council may prescribe by ordinance for the setting up of a Treasurer's Departmental Trust Fund into which the collections, by the various departments, may be deposited at frequent intervals during each month, with advice of each deposit being furnished to the City Treasurer Withdrawals from such fund may be made by the City Treasurer only on order signed by the proper department head and only for purposes set forth in ordinance establishing the Fund

SECTION 1309 WARRANTS ON TREASURY

This Section of the Charter is repealed

(Amended by Electorate, 4-9-96)

Page 72 [104] Deleted **elaine hirohama** **8/16/2005 11 55 00 AM**

Council one copy thereof to be distributed to each member, one to the City Attorney and the City Treasurer respectively two to the Chief Administrative Officer and three additional copies to be placed on file in the office of the City Clerk where they may be available for inspection by the general public and a copy of the financial statements as of the close of the fiscal year shall be published in a newspaper of general circulation

Page 72 [105] Deleted **elaine hirohama** **8/16/2005 11 59 00 AM**

heads respectively, and prepare such proposed budget as the Chief Administrative Officer deems advisable

SECTION 1313 BUDGET, SUBMISSION TO CITY COUNCIL

At least forty-five days prior to the beginning of each fiscal year, the Chief Administrative Officer shall submit to the City Council the proposed budget as prepared by him After reviewing the proposed budget and making such revisions as it may deem advisable, the City Council shall determine the time for the holding of a public hearing thereon and shall cause to be published a notice thereof not less than ten days prior to said hearing, by at least one insertion in a newspaper of general circulation

Copies of the proposed budget shall be available for public inspection in the office of the City Clerk at least ten days prior to said hearing

SECTION 1314 BUDGET, PUBLIC HEARING

At the time so advertised, or at any time to which said public hearing shall from time to time be adjourned, the City Council shall hold a public hearing on the proposed budget, at which interested persons desiring to be heard shall be given such opportunity

SECTION 1315 BUDGET, FURTHER CONSIDERATION AND ADOPTION

At the conclusion of the public hearing the City Council shall further consider the proposed budget and make any revisions thereof that it may deem advisable and on or before June 30, it shall adopt the budget with revisions, if any, by the affirmative votes of at least three members Upon final adoption, the budget shall be in effect for the ensuing fiscal year A copy thereof, certified by the City Clerk shall be filed with the Chief Administrative Officer, and with the Controller if one exists, and a further copy shall be placed, and shall remain on file, in the office of the City Clerk where it shall be available for public inspection Copies of the adopted budget shall be made available for the use of departments offices and agencies of the City

SECTION 1316 BUDGET, APPROPRIATIONS

-

Amendment to Budget At any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least four members

Page 72 [106] Deleted **elaine hirohama** **9/1/2005 9 38 00 AM**

having any objection to the franchise

Page 74 [107] Deleted **elaine hirohama** **8/16/2005 1 35 00 PM**

, the City Clerk and City Treasurer

Page 74 [108] Formatted **elaine hirohama** **8/16/2005 4 45 00 PM**

Left Indent First line 0"

Page 75 [109] Formatted **elaine hirohama** **8/25/2005 11 56 00 AM**

Font (Default) Arial, 12 pt

Page 75 [110] Formatted **elaine hirohama** **8/25/2005 11 56 00 AM**

Font (Default) Arial, 12 pt

Page 76 [111] Deleted **elaine hirohama** **8/16/2005 2 30 00 PM**

SECTION 1500 DEFINITIONS

Unless the provisions or the context otherwise requires, as used in this Charter

(a) Shall is mandatory, and may' is permissive,

(b) City is the City of Culver City and 'department , board , commission agency , 'officer or employee is a department, board, commission agency officer or employee, as the case may be, of the City of Culver City

Page 76 [112] Deleted **elaine hirohama** **8/16/2005 2 30 00 PM**

The violation of any provision of this Charter shall be deemed a misdemeanor and be punishable upon conviction by a fine of not exceeding Five Hundred ($500 00) Dollars or by imprisonment for a term of not exceeding six months or by both such fine and imprisonment

Page 76 [113] Formatted **elaine hirohama** **8/18/2005 7 10 00 PM**

Justified, Indent First line 0"